

Revision Log

Revision No.	Effective Date	Prepared By	Description of Changes	Affected Pages
0	10/18/04	Steven Scherma	New procedure	0

SOP-15.18, R0, Requesting, Using, and Performing Quality Assurance for Analytical Data Sets

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List of Acronyms and Abbreviations

DBA	database administrator
DI	desk instruction
ECR	Environmental Characterization and Remediation
ERDB	RRES-RS database
LANL	Los Alamos National Laboratory
QA	quality assurance
QP	quality procedure
QPPL	quality program project leader
RPF	Records Processing Facility
RRES	Risk Reduction and Environmental Stewardship
RS	Remediation Services
SMART	Spatial Mapping and Reporting Tool
SOP	standard operating procedure

SOP-15.18, R0, Requesting Analytical Data Sets

1.0 PURPOSE

This standard operating procedure (SOP) states the responsibilities and describes the process for requesting, using, and performing quality assurance (QA) for analytical data sets within the Los Alamos National Laboratory (LANL or the Laboratory) Risk Reduction and Environmental Stewardship Division (RRES) Remediation Services (RS) Environmental Characterization and Remediation (ECR) Group.

2.0 SCOPE

All **RRES-RS/ECR participants** shall implement this procedure when requesting, using, or performing QA for analytical data sets for RRES-RS/ECR.

3.0 TRAINING

- 3.1 **RRES-RS/ECR participants** shall train to (e.g., by reading and/or completing on-the-job or classroom training) and use the current version of this procedure.
- 3.2 **RRES-RS/ECR participants** shall document training to this procedure in accordance with QP-2.2, Personnel Training Management.
- 3.3 The responsible **project leader** shall monitor the proper implementation of this procedure.
- 3.4 The responsible **team leader** shall ensure that RRES-RS/ECR participants complete all training assignments applicable to this procedure.
- 3.5 **RRES-RS/ECR participants** may request assistance with implementation of this procedure from the ECR Quality Integration and Improvement workgroup.
- 3.6 **Spatial Mapping and Reporting Tool (SMART) users** shall complete a two-hour training session in the use of the software; contact the RRES-RS Project database administrator (DBA).

4.0 DEFINITIONS

- 4.1 *Data steward* – Personnel in charge of maintaining data quality. Data stewards edit data and make corrections to the data repository.
- 4.2 *Data requestor* – Individual who creates a set of analytical data records for analysis or reporting purposes.

- 4.3 *SMART* – A data retrieval, analysis, mapping, reporting, auditing, and tracking software developed for creating, analyzing, and managing analytical data sets extracted from the main data repository.
- 4.4 *Analytical data set* – A set of data records consisting of a standard set of location, sample, and laboratory analytical data.

5.0 BACKGROUND AND PRECAUTIONS

None.

6.0 RESPONSIBLE PERSONNEL

The following personnel are responsible for activities identified in this procedure:

- DBA
- Data stewards
- Data requester (on-site and off-site)
- Information management trainer
- Project leader
- SMART users
- Team leader

7.0 EQUIPMENT AND SUPPLIES

- 7.1 Desktop computer
- 7.2 Internet Explorer version 6.0 or higher
- 7.3 SMART software

8.0 PROCEDURE

Note: On-site and off-site data **requesters** must receive and document formal training in the use of SMART software. See section 3.0 for training guidance and requirements.

8.1 Request SMART Access

- 8.1.1 The on-site **data requester** shall complete a computer support request for SMART software by accessing and completing the online Computer Support Request form at <http://ccn2remedy.lanl.gov/cgi/ticket.pl>.
- 8.1.2 The off-site **data requester** shall contact the RRES-RS Project DBA to acquire a user name and password and request access

and permission to use the on-site SMART-dedicated desktop computer.

8.2 Request an Analytical Data Set

The **data requester** shall follow the SMART Analytical Data Set Request User's Guide to request an analytical data set. The guide is located on the internal Web site.

8.3 Submit an Analytical Data Set for QA

Note: Analytical data sets must undergo QA assessment and receive QA approval before use in a regulatory deliverable or other high-profile document.

The **data requester** shall use the SMART Submitted for QA page to submit to a data steward requests for analytical data set QA.

8.4 Perform Analytical Data Set QA

8.4.1 **Data stewards** shall regularly monitor the SMART inbox for pending analytical data set QA requests that require action.

8.4.2 The **data steward** shall follow the SMART Analytical Data Set Request User's Guide to process an analytical data set QA request.

8.4.3 The **data steward** shall follow standard data QA assessment procedures (e.g., desk instructions [DIs] 4.26 and 4.28) to perform analytical data set QA.

8.4.4 During analytical data set QA, the **data requester** and the **data steward** shall ensure the quality of analytical data sets by working together to resolve any QA problems associated with an analytical data set.

8.4.5 The **data steward** shall record any QA problem or issue and its resolution on the SMART Comments page.

8.4.6 When the analytical data set reaches approval status, the **data steward** shall send an e-mail to the data requester confirming approval of the analytical data set.

8.4.7 The **data steward** shall ensure the automatic generation of all QA transactions as records in the RRES-RS Project database.

8.5 Use an Analytical Data Set

8.5.1 The **data requester** shall use analytical data sets to produce regulatory deliverables only upon receiving confirmation from the data steward of the data set QA completion and the data set approval.

- 8.5.2 The **data steward** shall perform a final QA of any analytical data set used or referenced in a regulatory deliverable or publicly disseminated document before the release of the deliverable or document.
- 8.5.3 The **data requester** shall use data sets that have not undergone QA for preliminary assessments and other nonregulatory nonpublic purposes only.

9.0 LESSONS LEARNED

- 9.1 Before performing work described in this SOP, **RRES-RS/ECR participants** should search for applicable lessons learned at the Department of Energy Lessons Learned Information Services Web page (<http://www.tis.eh.doe.gov/II/II.html>) and/or the LANL Lessons Learned Resources Web page (http://www.lanl.gov/projects/lessons_learned/).
- 9.2 **RRES-RS/ECR participants** shall submit any applicable lessons learned during work performance and/or after the completion of work activities described in this SOP to the LANL Lessons Learned System at http://www.lanl.gov/projects/lessons_learned/.

10.0 RECORDS

This procedure generates data records only; it does not generate records for submittal to the Records Processing Facility.

11.0 REFERENCES

To properly implement this SOP, **RRES-RS/ECR participants** should become familiar with the contents of the following documents located at http://erinternal.lanl.gov/home_links/Library_proc.shtml:

- Quality Management Plan
- QP-2.2, Personnel Training Management
- QP-4.9, Document Development and Approval Process, Peer Review Required
- DI-4.26, Review of Sample Field Data
- DI-4.28, Quality Assurance Checklist for Preparation of Data Sets from the ER Project Technical Database
- SMART Analytical Data Set Request User's Guide

12.0 ATTACHMENTS

None

[Using a CRYPTOCARD, click here to record "self-study" training to this procedure.](#)

If you do not possess a CRYPTOCARD or encounter problems, contact the RRES-ECR training specialist.